

Boards & Commissions Review

Administration Committee Meeting

July 30, 2020

Scope of Meeting

- Roles and responsibilities of the Housing Commission
- Role and responsibilities of the Human Relations Commission
- Composition of boards and commissions
 - Membership diversity/qualifications
 - Term limits and length of terms
 - Number of members

Housing Commission Purpose

To present to the President and Board of Trustees recommendations for the alleviation of the shortage of decent, safe and reasonably affordable housing for the elderly and low and moderate income persons, including, but not limited to, the study and development of housing alternatives and housing requirements in the village. Thereafter, the commission shall periodically review and update its recommendations with respect to any recommendations made to the President and Board of Trustees.

Housing Commission Suggested Functions

- Work with and monitor Community Partners for Affordable Housing's (CPAH) community land trust related to the Optima development (and any future land trust related projects)
- Assist in the review of the Housing Chapter of the Comprehensive Plan and subsequent review of the Village's Affordable Housing Plan as directed by the Village Board
- Conduct a housing needs assessment as directed by the Village Board
- Coordinate with Housing Our Own- Wilmette regarding the housing assistance rental and property tax subsidy programs
- Monitor sales at the Village Green Atrium to ensure units remain affordable; make recommendations to the Village Board should units sell at prices deemed not affordable
- Research methods to preserve existing affordable housing units
- Research methods on how to increase the number of affordable housing units in concert with the Village's Affordable Housing Plan
- Research methods and policies to encourage developers to include affordable units in new multi-family buildings in concert with the Village's Affordable Housing Plan
- Review with Village staff IHDA's publication of updated affordable housing statistics in Wilmette
- Conduct public education regarding the Village's Fair Housing requirements
- Submit an annual report to the Village Board Administration Committee regarding the Commission's goals, accomplishments, activities, etc.

Human Relations Commission Purpose

- (1) To promote the well-being of all members of the community;
- (2) To support all segments of the population including youth, seniors, persons with disabilities, minorities, and low income groups;
- (3) To support, address and make recommendations concerning emerging community needs;
- (4) To serve as an advocate, educator, communicator, and a point of contact for all segments of the population in the community;
- (5) To promote justice and equality;
- (6) To encourage and facilitate solutions to social issues;
- (7) To promote the arts and multi-cultural events;
- (8) To plan or support community events and programs that bring together and support diverse members of the community; and
- (9) To provide recommendations to the Village Board on matters pertaining to community welfare.

Human Relations Commission Functions in Other Communities

- Value statements such as welcoming and inclusive pledges, stances on hate and intolerance
- Community engagement initiatives and discussions on racism, social equity and community building
- Meetings with community organizations to better understand community needs
- Community events (i.e. celebration of cultures) and days of service
- Humanitarian and character awards
- Service agency grants
- Resource programs and review of services for teens, young adults, persons with disabilities, etc.

Composition- Diversity of Membership

Existing Requirements/Preferred Backgrounds in the Village Code

| | |
|---------------------------------------|--|
| Appearance Review | Preferred education or experience in architecture, landscape architecture, graphic design, interior design, urban planning, real estate development and transactions, construction, engineering |
| Building Code Board of Appeals | Required: Structural engineer, civil engineer, architects (2), builder/construction superintendent |
| Electrical | Required: Professional engineer, electrical contractor, journeyman electrician, Fire Chief, representative of electric supply company (ComEd) |
| Human Relations | Preferred training or experience in public health/medical professional, creation/promotion of the arts, promotion of diversity and cultural understanding, fostering youth-oriented services, person with a disability or an immediate family member of a person with a disability <u>Possible Additions: Senior Citizens, Veterans</u> |
| Environment & Energy | Preferred training or experience in environmental matters, energy conservation, transportation, pollution control, engineering, science and public health, environmental health/medical field, and cycling as a green mode of transportation |

Composition- Diversity of Membership

| Suggested Backgrounds/Experience | |
|---|--|
| Board of Fire & Police | Human resources, diversity, public safety, legal |
| Housing | Affordable housing expertise, real estate, development/construction, financing, legal, urban planning |
| Historic Preservation | Historic preservation, architecture, history, landscape architecture, urban planning |
| Fire/Police Pension | Financial investments, human resources |
| Transportation | Transportation-related industries including, civil engineering, site plan development, traffic and parking studies, public transportation systems, bike and pedestrian studies |
| Plan Commission | Architectural, real estate, legal, finance, landscape, urban planning, development, construction, housing |
| Zoning Board of Appeals | Architecture, real estate, legal, finance, urban planning, construction |

Composition- Term Limits & Length of Term

| Board/Commission | Length of Term- Wilmette | Length of Term- Avg. of Comps. | Term Limits- Wilmette |
|---|-------------------------------------|---|----------------------------------|
| Fire/Police Pension Boards | 3/2 years | * | None |
| Board of Fire & Police Comm. | 3 years | * | 3 terms |
| Environment & Energy | 3 years | 3.0 years | 2 terms |
| Housing | 3 years | 3.5 years | 2 terms |
| Human Relations | 3 years | 3.0 years | 2 terms |
| Electrical | 4 years | * | None |
| Historic Preservation | 4 years | 3.6 years | 2 terms |
| Plan | 4 years | 3.4 years | 2 terms |
| Transportation | 4 years | 2.5 years | 2 terms |
| Appearance Review | 5 years | 3.2 years | 2 terms |
| Bldg. Code Board Appeals | 5 years | * | None |
| Zoning | 5 years | 4.3 years | 2 terms |

Composition- Number of Members

| Board/Commission | Number of Members- Wilmette | Number of Members - Avg. of Comps. |
|------------------------------|--------------------------------|---------------------------------------|
| Fire/Police Pension Boards | 2/2 | * |
| Board of Fire & Police Comm. | 3 | * |
| Bldg. Code Board of Appeals | 5 | * |
| Electrical | 5 | * |
| Housing | 5 | 6.3 |
| Plan | 7 | 7.0 |
| Transportation | 7 | 7.0 |
| Zoning | 7 | 8.0 |
| Appearance Review | 7 | 7.0 |
| Environment & Energy | 9 | 8.8 |
| Historic Preservation | 9 | 7.3 |
| Human Relations | 9 | 8.5 |

Recommendation: Reduce Historic Preservation membership from nine to seven

Next Steps

- Continue discussions on roles/responsibilities of the Housing and Human Relations Commissions and board/commission composition as needed
- Schedule Committee meeting to review the appointment and selection process
 - Receive memorandum from Corporation Counsel on the appointment process